



VANTAGE

Business Solutions Inc.

Toledo, OH ▪ Northville, MI

Great Plains Report Writer

Cost: \$800 first attendee; \$720 each additional attendee

Scheduled course dates:

April
26 th & 27 th

Introduction

This course shows you how to use Report Writer to customize reports to best meet your needs. With the Report Writer, learn how to modify existing standard reports or create custom reports to maximize the information you receive from Great Plains.

Course Topics:

Day 1

Report Writer Overview
Report Definition Window, Sorting and Restricting
Report Layout Window, Columns and Graphics
Linking Tables & Additional Headers and Footers

Day 2

Array Fields, Field Options and Calculated Fields
Planning a Report
Defining Table Relationships
Data Types, Formats and Strings
Report Scheduler
Customization Import and Export Capabilities
SmartList

Important Course Information

- Class will be held at the Holiday Inn Express Oregon; 3154 Navarre Ave. Oregon, OH 43616.
- All classes begin at 9:00.
- Participants are responsible for their own lunch.
- Attire is business casual. Please dress comfortably
- Computer, training workbooks and refreshments are provided for all classes.
- Classes are to be paid in advance of the class.
- Vantage Business Solutions reserves the right to cancel or reschedule classes.
- Course fees are refundable up to one week prior to the date of the course.
- Cancellations received less than one week prior to a scheduled class will be subject to a 50% cancellation fee.